



ASSOCIATE RIGHT OF WAY AGENT
DEPARTMENTAL PROMOTIONAL SPOT
CONTINUOUS

THIS BULLETIN CANCELS AND SUPERSEDES THE BULLETIN RELEASED ON 11/12/04
WITH A CUTOFF DATE OF 12/03/04

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

DEPARTMENTAL PROMOTIONAL SPOT FOR	DISTRICT 1 – EUREKA DISTRICT 2 – REDDING DISTRICT 3 – MARYSVILLE DISTRICT 4 – OAKLAND HEADQUARTERS - SACRAMENTO	DISTRICT 5 – SAN LUIS OBISPO DISTRICT 6 – FRESNO DISTRICT 7 – LOS ANGELES DISTRICT 8 – SAN BERNARDINO	DISTRICT 9 – BISHOP DISTRICT 10 – STOCKTON DISTRICT 11 – SAN DIEGO DISTRICT 12 – IRVINE
	Candidates may only establish eligibility in <u>one</u> location. Indicate the location for which you are applying directly under the examination title on your application.		
APPLICATION DEADLINE	CUT-OFF DATE: APRIL 6, 2006 NOTE: Testing is continuous and eligible lists are merged. Applications received after the cut-off (final filing) date will be held until the next cut-off date.		
CONTINUOUS TESTING	Applications will be accepted on a continuous basis. CANDIDATES ARE ELIGIBLE TO COMPETE ONLY ONCE IN A 6 MONTH PERIOD. INDIVIDUALS HAVING LIST ELIGIBILITY ARE UNABLE TO RETAKE THIS EXAMINATION FOR A PERIOD OF 12 MONTHS AFTER THEIR NAME IS PLACED ON THE ELIGIBLE LIST FOR THIS CLASSIFICATION.		
WHO MAY APPLY	COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the Department of Transportation by the cut-off (final filing) date.		
HOW TO APPLY	Applications (STD 678) will be accepted on a continuous basis. FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE and personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL BE HELD FOR THE <u>NEXT</u> ADMINISTRATION OF THE EXAMINATION. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION. <div><div>FILE BY MAIL: Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</div><div>FILE IN PERSON: Department of Transportation 1727 30th Street, 1st Floor Sacramento, CA 95816 (916) 227-1821</div></div> SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.		
REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.		
SALARY RANGE	\$4316 - \$5247		
WRITTEN TEST DATE	It is anticipated that the written test will be held in May/June 2006. Eligible candidates will be notified by mail approximately 10 days in advance of the written test date.		
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.		
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required. NOTE: All applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.		
MINIMUM QUALIFICATIONS	Either I Two years of experience in the California state service performing the duties of a Right of Way Agent, Range B. (Persons with eighteen months of experience as a Right of Way Agent, Range B, may be admitted to the examination, but they must satisfactorily complete two years of experience at Range B before they can be considered eligible for appointment.) Or II Experience: Four years of experience in the acquisition of rights of way for governmental or public utility use, including at least two years of experience negotiating for the donation or purchase of lands, improvements, and rights of way for transportation facilities or other public purposes and the making of appraisals of average difficulty and experience in providing relocation assistance to displaced persons and businesses. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Right of Way Agent, Range B.) and Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)		
SPECIAL PERSONAL CHARACTERISTICS	Require an interest in and aptitude for real property negotiations and appraisal work, sales ability and the ability to make effective oral presentations before the public, willingness to work at odd hours, and to travel throughout the State.		
POSITION DESCRIPTION	This is the full journey level of the Right of Way Agent series. Under general direction of a higher level Right of Way Agent, has extensive public contact representing the Department in dealings with property owners, tenants, the public and other agencies; acts as a fiduciary representative of property owners; may lead and direct the work of Right of Way Agents; must be capable of determining his/her own work schedule. Typically, activities involve considerable freedom of action. In the appraisal and acquisition processes, is responsible for appraising and/or negotiating for all types of properties including relocation or protection of public and private utility facilities. In the planning and management function is responsible for capital and support budgeting, project scheduling and monitoring, right of way certification, preparation of route estimates, development and implementation of EDP systems, and developing and coordinating staff training and development activities. The Associate may direct and coordinate several programs, such as Planning and		

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

ASSOCIATE RIGHT OF WAY AGENT EXAM CODE: 5TR64		BULLETIN RELEASE DATE: 07/14/05 JR/LB CONTINUOUS	
POSITION DESCRIPTION (CONTINUED)	Management, Property Management, Utilities Relocation, Excess Lands, Relocation Assistance or Condemnation. In larger urban districts, is responsible for accomplishment of programs on one or more projects. In the Division of Right of Way, participates in assigned phases of statewide program areas including analysis and recommendations for specific program actions, prepares reports and records and may assist in analysis and development of policy.		
EXAMINATION INFORMATION	This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.		
	WRITTEN TEST – WEIGHTED 100%		
	Scope:		
	A. Knowledge of:		
	1. Analytical methods and information sources which will be used to perform tasks such as appraisal report formulation and preparation.		
	2. Basic arithmetic.		
	3. Basic algebra.		
	4. Basic geometry.		
	5. The development of replacement housing.		
	6. Organization and procedures of the Department of Transportation and transportation facilities construction and maintenance as related to rights of way.		
	7. Land development and investment practices.		
	8. Federal Highway Administration policies and procedures relative to right of way activities.		
	9. Laws, policies and procedures involving the concepts of transportation facilities and their impact on the community and the environment.		
	B. Ability to:		
	1. Speak and write English clearly and effectively.		
	2. Read and understand English including engineering terminology and the quasi-legal terminology found, for example, in statutes relating to the California Department of Transportation and in the laws, policies, rules and regulations relating to the appraisal and acquisition of property for public purposes.		
	3. Common methods of describing real property.		
	4. State and Federal relocation assistance requirements.		
	5. Assemble and analyze data and be able to understand, for example, the factors involved in appraising property and the principles underlying the appraisal process.		
	6. The effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.		
	7. Make accurate mathematical computations and calculations.		
	8. Reason quickly, logically, and creatively in unique and stressful situations.		
	9. Establish and maintain cooperative relationships with individuals contacted in the course of their work, an example of which is the ability to conduct successful right of way negotiations with the public and with representatives of other governmental organizations.		
	10. Follow directions.		
	11. Organize workload.		
	12. Lead and direct the work of others.		
	13. Make accurate real property appraisals, including the appraisal of complex parcels involving severance damages and benefits.		
	14. Manage, operate, maintain and coordinate clearance of rental properties acquired by the State.		
	15. Effectively coordinate and apply community and environmental concepts and guidelines to the Right of Way Program.		
	16. Conduct private and public sales, conduct complex negotiations, and confer with attorneys.		
	17. Develop and prepare capital and support budgets.		
	18. Monitor project scheduling.		
	19. Coordinate right of way certification.		
	20. Prepare route estimates.		
	21. Develop and implement EAP systems.		
	22. Coordinate staff training and development activities.		
	23. Analyze complex situations accurately and adopt or recommend an effective course of action.		
ELIGIBLE LIST INFORMATION	A departmental promotional spot eligible list will be established for the Department of Transportation in Districts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and Headquarters. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.		
CAREER CREDITS	Career credits are not granted in promotional examinations.		
VETERANS PREFERENCE POINTS	Veterans preference points are not granted in promotional examinations.		

GENERAL INFORMATION

It is the candidate's responsibility to contact the Caltrans Office of Examinations and Special Programs in Sacramento at 916) 277-1821 three business days prior to the written test date if he/she has not received his/her notice.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference points) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the areas shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.

ASSOCIATE RIGHT OF WAY AGENT
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